

2023-24 Orientation Leader Position Description

Thank you for your interest in joining the First Year Experience team!

Orientation Leaders (OLs) serve as critical members of the First Year Experience (FYE) team and are current undergraduate students who are dedicated to UCF and seeking to serve on a team of role models for all UCF students. This is a demanding role and when done well we believe it is equally, if not more, rewarding. You and your teammates get to shape the experiences and journey of thousands of new students and families coming into UCF! You become a first friend, mentor, resource, and source of knowledge and inspiration to new Knights!

We want you to be successful on our team, so we've provided this outline packed with details to help you understand the expectations of the role. If you think you'd be a great fit, we can't wait to get to know you more! And if you have questions, please feel free to reach out to our FYE team so we can help you feel comfortable before you make the commitment!

About the Orientation Leader Position

OLs are required to participate in Orientation sessions for First Time in College (FTIC) and Transfer students and their supporters during their time of employment. The amount of required sessions worked will be determined dependent on the size of the Orientation Leader team and the number of Orientation sessions offered in a given semester. All Orientation sessions are in-person programs and there is no online alternative. Since all students are required to attend Orientation in-person, you can only imagine how busy the summer months get! FTIC sessions are typically two full days, starting early in the morning and running into the evenings of both days. Transfer sessions are one day, starting early in the morning and running through the late afternoon, and sometimes early evening.

Throughout their time of employment, OLs serve as peer educators, peer advisors, group facilitators, resource and referral agents, and role models while displaying the five tenants of the UCF Creed and eight NACE Competencies. This paid position is an honor and a rewarding opportunity for both personal and professional growth. FYE views this position as both a paid, student role experience and a developmental undergraduate experience in which you will be challenged to grow and learn along the way.

FYE, within the Division of Student Development and Enrollment Services at the University of Central Florida, promotes affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, age, marital status, sexual orientation, gender identity or expression, ancestry, national origin, disability, or veteran status. First Year Experience is committed to selecting a diverse group of students that is representative of the UCF student body to comprise the Orientation Leader Team.

The success of FYE depends heavily on the role of the Orientation Leader Team. We're looking for more than 70 Orientation Leaders to make the commitment to join us! We do this because it is important to us that new students get to interact in peer groups (led by the OLs) that are smaller than about 20 students per group. This also benefits the OL as you get to work more personally with students, establishing relationships and having more meaningful interactions with all the students you would see in Orientation!

About the Orientation Programs

Each year, FYE professional staff spend countless hours reviewing feedback from new students and supporters, the Orientation team, campus partners, and best practices from within the Higher Education profession. These important data points help FYE put together the very best Orientation possible. Paired with staff changes, new strategic plans at the University, and shifting funding models, no two years are ever the



same! As such, there's no guarantee that the Orientation program you attended as a new FTIC, or Transfer student would be the same program that you would be working as an Orientation Leader. Generally speaking, we know that we need to serve about 20,000 new students and we only have so many days in the summer calendar to do that. In short, we have to fill our Orientation programs with as many new students and supporters as we can, while still trying to provide a high level of service to our guests. This means we have staff on hand from well before we get started in the morning (somebody has to get everything set up, right!?) and until after we wrap up in the evenings (somebody has to put stuff away, too).

Because we have so many students and families to pack into the busy summer, we usually go back-to-back every day of every week throughout the summer. This job requires stamina and mental toughness to help you power through long days. We'll still get you home in time to make sure you can get at least 8 hours of sleep every night, but we'd be lying if we said you could do another job at the same time. Again – it's a big commitment! But we have a lot of fun doing it. There's not much more rewarding than hearing from a student how much their Orientation Leader impacted them during their Orientation!

Please note: While we do not anticipate having to make major changes to this document, the planning of Orientation programs is a fluid and iterative process which often requires adjustments, even as we approach the start of the summer. Please be advised that this document is tentative, and the most up-to-date copy will be provided to you prior to your agreement to serve in the role of Orientation Leader.

Length of the Position

This position runs from the date of hire until the first week of Spring classes in January 2024. A high percentage of the workload will occur between the months of April to August 2023. All dates and times given are to the best of our knowledge at the time of this revision. **They may change depending on finalization of the University calendar and Orientation planning.**

In simple terms, by becoming an Orientation Leader, you can expect to make the following commitments:

- One weekend training April 15 – 16, 2023 (Sat-Sun commitment)
- Training every weekday in May *after* Graduation Weekend (usually 8am – 5pm)
- Selected FTIC and Transfer Orientations from May – July
- All August FTIC and Transfer Orientations (until Friday before classes start in August)
- The Knighting and Opening Knight (Sunday before Fall semester begins)
- Selected shifts for Fall and Spring Campus Locators (First two days of classes in each semester)
- Family Weekend (Fall 2023 dates TBD)
- Recruitment events to help recruit and hire the next Orientation Leader team
- Monthly All FYE Staff meetings
- Spring-Admit Orientation Sessions (Fall semester dates TBD, likely November – January 2024)
- 1:1 Supervisor Checkpoint Meetings throughout employment

Please thoroughly review the attached list of tentative dates and commitments listed under Position Responsibilities and speak to your family and friends about these dates. They are non-negotiable terms of employment and by becoming an Orientation Leader, you agree to being available for work on selected dates. The number of required sessions worked per Orientation Leader will be dependent on the size of both the Orientation Leader team and Orientation session. We are here to serve the incoming students and their supporters, FYE cannot do that without you! We ask you to speak to your supporters because we know you may want to take some time off or do a summer trip so, please pay careful attention to the times when there are not Orientations and plan any time off accordingly. *Please note, due to the nature of this job, we view this position similar to a “seasonal” job. Because every day is an Orientation session, there is no “time off”. As we said earlier, it's a big commitment.*



What We're Looking for in Orientation Leaders

Want the inside edge on being selected? There is no “right” answer – we want to hire a diverse team that represents the broader UCF population, but there are certain qualities in student leaders that will help them be successful and stand out. We're looking for individuals who can show us examples of the following:

- Help us fulfill our mission to provide a strong foundation for new Knights
- Demonstrated desire to learn as a person and a student, but also about UCF, its people, its programs and its regulations
- Team player who understands the benefits of collaboration and the impact of their own choices on teammates
- Strong communication skills to be a source of information and a referral agent to new students and families
- Role-modeling NACE Competencies, including, but not limited to career and self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork,
- A positive attitude and work ethic
- Leadership potential and a willingness to learn, receive feedback, and be coached
- Eagerness to improve leadership and teamwork skills
- Ability and willingness to work with a diverse group of team members, new students, and supporters, and to promote the benefits of a diverse and inclusive campus environment

OLs must be able to perform unique tasks related to the position, including but not limited to:

- Working long and challenging hours that begin early in the morning and end later in the evening for multiple days in a row
- Remain positive through challenging situations and long workdays
- Ability to navigate campus and remain outside in the heat for significant periods of time
- Ability to utilize technology, including but not limited to GroupMe, Microsoft PowerPoint, Microsoft Teams, Zoom, Outlook, Google Voice, Canvas/Webcourses, Workday, Visual Zen and the basics of computer and internet use.
- Ability to bend and lift up to 50lbs. OLs may be required to lift more than 50lbs with help of others. FYE is able to provide appropriate accommodations for those who are unable to lift 50lbs.

Minimum Qualifications

Applicants must meet the following qualifications to be eligible:

- Be a degree-seeking undergraduate student who is currently enrolled at UCF and maintain minimum full-time enrollment through December 2023
- Have an anticipated graduation date of December 2023 or after
- Have a cumulative GPA of at least 2.5 at the time of application
- Be free from disciplinary warning, probation, and/or suspension with the University of Central Florida
- Be available for all dates listed in the Dates and Commitments list

Position Responsibilities

Orientation Leaders complete a variety of duties throughout their position. **Please note that this list is not comprehensive, and additional duties may be assigned at any time at the discretion of supervisors.**

Spring 2023

Asynchronous Orientation Leader Modules

Asynchronous Orientation Leader Modules will prepare you for Orientation Leader role. These modules will cover four specific outcomes: NACE Competencies, Student Development and Enrollment Services Well-Being Pillars, the UCF Creed and Basic Campus Resources.

Orientation Team Retreat

On April 15-16, 2023, Orientation Leaders will kick-off their training with a team-wide retreat at a location TBD. This action-packed weekend will be one of only two weekend commitments you are asked to make as an Orientation Leader but will be full of opportunities to engage with your teammates and learn more about the work we'll do together as a team!

Summer 2023

May Training

“Failing to prepare is preparing to fail.” – John Wooden.

Your official training begins on Monday, May 8, 2023! May Training is an intensive but critical component to ensure our team's success and training will run in-person daily (weekdays only) from 8am– 5pm (times are approximate and subject to change) throughout the month of May. Please note that there may also be times in which evenings will require your additional attention (e.g. practicing your public speaking roles, practicing facilitating small groups with teammates, Orientation Dress Rehearsals, etc.). Additional times and dates may be added to the training schedule to ensure job preparation and individual readiness, as determined by the supervisor.

Summer/Fall Orientation Sessions

Orientation occurs Monday through Friday, April – August 2023. The primary function of this job is supporting Orientation, it is critical that you are available and present for selected Orientation dates! Below are the main responsibilities while in Orientation sessions:

- Welcome new students and supporters to the University and assist them in the initial Orientation check-in
- Serve as a role model and facilitator for new students and be constantly accessible for interaction with students and their families and guests, answering questions and referring them to other units
- Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of life at UCF
- Facilitate well-organized, thorough small group meetings and Q&A discussions for new students and their supporters. OLs will be required to go over specific information regarding UCF policies.
- Deliver public speeches to audiences between 20 – 1,000 attendees (don't worry, you'll be a pro!)
- Administrative tasks such as setting up signage, pulling and organizing supplies, assisting presenters with their presentation materials, etc.

Fall 2023***The Knighting and Opening Knight***

OLs are the first face and friend students will make when they arrive at UCF. It is important that FYE pro staff, Orientation Leaders, and Student Assistants attend and encourage incoming students to attend Signature Events offered year-round by UCF. More details about The Knighting and Opening Knight (Pegasus Palooza) will become available as OSI provides an updated schedule in late summer 2023.

Campus Locators

All OLs are also required to complete two (2) Campus Locators shifts through FYE during the first two days of the semester.

Recruitment

Recruitment is the foundation of any successful organization! We can't successfully assist our new students and families without a large team and OLs are a critical part of annually recruiting the next team! OLs are expected to participate in recruitment events throughout Summer 2023 and Fall 2023. In addition to attending FYE-hosted events, OLs will be asked to post on FYE team based social media accounts, spread the word about the OL position, and actively recruit others to apply for the next year's team. OLs are required to participate in at least two (2) recruitment *events* and other recruitment initiatives in the Fall semester.

Family Weekend

First Year Experience coordinates and hosts UCF's Annual Family Weekend, which usually occurs in the fall dependent on the UCF Football schedule. OLs are expected to assist during Family Weekend and will be assigned to complete selected shifts. The exact dates for Family Weekend 2023 have not yet been set.

Spring-Admit Orientation Sessions

FYE will host Orientations between November and December 2023, and January 2024. FYE will do everything possible to avoid having these occur while class is in session, but should they overlap, class schedules will be reviewed and accommodated prior to your scheduled times to work. FYE will provide University-approved documentation to excuse OLs from class to participate in these sessions, should conflicts arise.

Spring 2023***Campus Locators***

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Throughout Employment

During your time as an Orientation Leader, we'll ask you to stay on top of your professional development in ways that include, but are not limited to:

- Participating in ongoing trainings and development related to your position
- Maintaining regular communication with First Year Experience staff, discussing situations that warrant attention or action
- Maintaining regular communication with new students through their first semester at UCF
- Participating in regular one-on-one meetings with your supervisor, including an annual and mid-annual performance review

Compensation

The best Orientation Leaders are passionate about helping UCF students and families and getting paid is a handsome reward. Orientation Leaders are compensated with a competitive compensation package that rewards their hard work in more ways than just the paycheck. Please review and understand the compensation fully before accepting the position. We invite you to ask any questions you may have before the interview process!

Orientation Leader compensation will include all the following:

- Hourly pay rate of \$12/hour
- FYE polo
- Meals during worked Orientation sessions